



2 INCOME/CATEGORICAL ELIGIBILITY

Effective: 12/1/95

2.6 Transfer of Certification

Revised: 1/15/05

POLICY: WIC participants transferring from in-state, out-of-state and the WIC Overseas Program within a valid certification period should not be recertified if presenting a valid verification of certification (VOC). The project must enroll the individual and provide WIC benefits until the expiration date.

PROCEDURE:

A. INCOMPLETE VOC CARD

1. If the VOC card is incomplete, the project should try to contact the certifying agency for the essential three elements. It is inappropriate to penalize a participant when their VOC has not been properly completed by the originating agency. Refer to the National Association WIC Directory to contact other state WIC Programs. As of 2001, the WIC Overseas Program VOC is a full-page document that also serves as a Participant Profile Report. E-mail addresses for the WIC Overseas Program locations is available on the website <http://www.tricare.osd.mil/wic> Contact the State WIC Office if further assistance is needed.
2. Three elements are essential to constitute a valid VOC: 1) participant's name, 2) date the participant was certified, and 3) date that the certification expires.
3. If any of the three elements listed above are missing and cannot be confirmed, then the participant must be recertified to determine eligibility/status under Wisconsin WIC policies.

B. OTHER NEEDED INFORMATION

1. The VOC provides proof of income for the remainder of the certification period.
2. Proof of identification is required. The VOC may not be used for identification for in-state transfers (Wisconsin ID folder), out-of-state transfers, or the WIC Overseas Program transfers.
3. Proof of residency is required.

C. WISCONSIN MATERIALS

1. All transfers must be given a Wisconsin ID Folder and list of authorized vendors. Out-of-state transfers and the WIC Overseas Program transfers must receive an



orientation to Wisconsin WIC by either viewing the “WIC, You and the Grocery Store, Too” video or the WIC Approved Food List (PPH4728) is provided and reviewed. For in-state transfers, issuing a new ID folder is ideal but it may be possible to update their ID folder.

2. If project staff know that a WIC participant is planning to transfer, it is recommended to include a printed certification form in the ID folder or send the certification form to the new project. The Statewide Look Up also provides certification information for transfers.

D. OBLIGATION TO ACCEPT VALID VOC

1. Local projects are obligated to accept valid VOC cards presented by participants who transfer from in-state, out-of-state and the WIC Overseas Program even if the participant does not meet the Wisconsin's nutritional risk (e.g., priority), income (including adjunctive eligibility and a pregnant woman counting as 2 family members), or residential criterion.
2. Wisconsin WIC participants who are transferred overseas and meet the eligibility requirements are eligible to participate in the WIC Overseas Program until the end of their certification. WIC participants who transfer overseas must be instructed that:
 - a) there is no guarantee that the WIC Overseas Program will be operational at the overseas site where they will be transferred,
 - b) by law, only certain individuals are eligible for the WIC Overseas Program, and issuance of a WIC VOC folder does not guarantee continued eligibility and participation in the WIC Overseas Program. Eligibility for the WIC Overseas Program will be determined at the overseas WIC service site.
 - c) It is important that the VOC is accurate and complete. See Policy 4.50 Identification Folder for more information.
3. Wisconsin honors the certification periods from other states and WIC Overseas even if they are longer or shorter than Wisconsin certification periods. For example, if an infant transfers to Wisconsin from a state that has a 6 month certification period, the infant must be recertified at the end of that 6 month certification period. When/if the participant reapplies for WIC benefits at the end of that certification period, continuing eligibility would be based on current Wisconsin WIC policies.



E. WAITING LIST

If the project has a waiting list, the transferring participant, including a WIC Overseas Program transfer, is placed on the waiting list ahead of all other individuals regardless of whether or not the local project is serving the transferring participant's priority. This transferring participant must be served as soon as the first open slot becomes available.

F. VOIDING DRAFTS FOR TRANSFERS

1. When an in-state participant transfers in a valid certification period to another project, this project may not void the drafts issued at the former project and reissue a new set of drafts in order to increase caseload participation. This procedure will also decrease the number of transfers listed on the Dual Participation Report. Refer to Chapter 4 Food Package/Draft Issuance.
2. Wisconsin WIC Project staff should advise out-of-state and WIC Overseas Program participants to not use their drafts in Wisconsin. WIC staff should mark the draft "void." Staff may call the state WIC Program to ask if they would like the drafts returned. Mail the WIC Overseas drafts to:
Choctaw Management/Services Enterprises
2161 NW Military Drive, Suite 308
San Antonio, TX 78213. (This is 2001 information.)